



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Agenda Item 2a

Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Alicia C. Aguirre
Cities of San Mateo County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Scott Haggerty
Nameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
San Jose Mayor's Appointee

Mark Luce
Association of Bay Area Governments

Jake Mackenzie
Sonoma County and Cities

Joe Pirzynski
Cities of Santa Clara County

Jean Quan
Oakland Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

January 9, 2013
MINUTES

Attendance

Chair Cortese called the meeting to order at approximately 10:32 a.m. Committee members present were: Vice Chair Wiener, Commissioners Bates, Campos, Dodd and Sartipi. Commission Chair Tissier and Vice Chair Rein Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty, Halsted, Mackenzie and Spering.

Item 2: Consent Calendar:

Upon the motion of Commissioner Campos and second by Commissioner Bates, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of December 12, 2012.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of November: Report of Operating Income for FY 2012-13 as of November 2012; Report of Operating Expenditures for FY 2012-13 as of November 2012; Report of Capital Projects for FY 2012-13 as of November 2012; Life to Date Federal Grants Budget as of November 2012; Report of Clipper® Operating and Capital Budgets as of November 2012; Disbursement Reports for November 2012; Capital Projects Disbursement Reports for November 2012; and Clipper Projects Disbursement Reports for November 2012. For the month of November 2012, the monthly financial report listed one (1) contract executed by the Executive Director in the amount of \$100,000 and under and eleven (11) purchase orders executed by the Executive Director between \$2,500 and \$55,000 and

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through November 2012.

Item 2c: Investment Report

The Committee received the Investment Report for the month of November 2012.

Item 2d: Contract Amendment – StreetSaver® Training and Guidance Services: Nichols Consulting Engineers, Chtd. (\$320,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Nichols Consulting Engineers, Chtd. for StreetSaver® training and guidance services to provide computer training and seminars related to StreetSaver® and technical expertise in developing and maintaining pavement management software concepts, projection models and calculations engines. The Chief Financial Officer was authorized to set aside funds up to \$320,000 for such amendment.

Item 3: MTC Resolution No. 4083 – Statement of Investment Policy

Brian Mayhew, MTC Chief Financial Officer advised that this resolution sets the formal comprehensive investment policy for MTC funds and for funds delegated to MTC for administration by MTC, MTC Service Authority for Freeways and Expressways (SAFE), the Bay Area Toll Authority (BATA) and the Bay Area Headquarters Authority (BAHA).

Upon the motion of Commissioner Campos and second by Commissioner Bates, the Committee unanimously referred to the Commission for approval, MTC Resolution No. 4083, which approves a new Statement of Investment Policy to include the Bay Area Headquarters Authority (BAHA) as an additional agency for which MTC accepts administrative responsibility for the investments of funds.

Item 4: MTC Resolution No. 4077, Revised – FY 2012-13 MTC Agency Budget,

Brian Mayhew, MTC Chief Financial Officer advised that this resolution amends the MTC operating budget for FY 2012-13. He advised that the changes include budget amendments as well as carryover funding approved in prior years.

Commissioner Bates questioned if the New Project Revenue Kresge Foundation-Joint Policy Committee (JPC) line item was going to be an on-going apportionment. Ms. Ann Flemer, MTC Deputy Executive Director, Policy explained that this would be a one-time grant to the JPC to assist MTC fund the contract with Bruce Riordan to continue to perform resilience and adaption planning for the region. She further explained that subject to completing this work, there may be an opportunity to reapply for funds for implementation.

Upon the motion of Commissioner Campos and second by Commissioner Bates, the Committee unanimously referred to the Commission for approval, MTC Resolution No. 4077, Revised.

Item 4: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:37 a.m. The next Committee meeting date will be on February 13, 2013 at 9:45 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.